

Virginia Department of Transportation
Project Information Meeting Agenda

Project Number: 0050-053-119, P101, R201, C501

Location: Central Office, Main Auditorium

County: Loudoun

Date / Time: July 31, 2006 9:00 a.m. – 10:00 a.m.

- ***Welcome and Introductions***
 - Pass sign in sheet around
 - Agenda available – outlining the anticipated layout of the meeting
 - Introduction of VDOT personnel: Daniele Noland, Procurement Manager, Jackie Cromwell, Environmental Expert/Policies and Procedures; Chris Reed, District Project Manager
- ***Point of Contact for Project***
 - VDOT's sole point of contact for matters related to the RFQ shall be Daniele Noland
- ***Schedule and Dates***
 - July 25, 2006, RFQ release date; August 22, 2006, SOQ due date
 - Reiteration of the schedule outlined in the RFQ
 - Discussion of the shortlist process – VDOT anticipates shortlisting 3 Offerors through the SOQ evaluation process
 - Project schedule includes projected dates, VDOT will accelerate these dates if feasible through out the process
- ***Over-view of Project***
 - One of several projects along Route 50 – 3 funded including 2 traffic calming projects and this design-build project
 - Main consideration – uniqueness of corridor – want continuity throughout – the design guide contained therein is an essential component of the information package CD – guidelines – design criteria – document critical to project development
 - Task force to help steer and guide project – VDOT will continue to work with task force throughout the project development process – design is locked in – drainage may allow for innovation, some minor adjustments to alignment to minimize impact to wetlands – no grandiose design changes – concept as presented will be carried through the project development process
 - Design – constrained to finishing out what has been developed
- ***Project Budget***
 - Project budget \$10.7 M including the completion of design, acquisition of right of way, utilities, roundabouts and connector route
- ***Utilities***
 - Utility relocation Routes 15 and 50 – Offeror must coordinate this aspect of project development
- ***Civil Rights***
 - DBE goal 17% - design and construction DBE participation
- ***Right of Way***
 - Offeror's team is responsible for acquisition of all right of way and easements in accordance with the right of way manual

- Do not have authority for condemnation – VDOT assists with this aspect of the project delivery process
- ***Environmental***
 - Environmental – federal aid project – 2002 categorical exclusion – part of the Information Package CD – there are environmental commitments – water quality permits Offerors responsibility to acquire through the department – coordinate through the NOVA environmental point of contact – VDOT will assist with agencies
 - Hazmat testing is currently transpiring – petroleum contamination plausible, VDOT will know in advance of RFP release – Offeror responsible for soil contamination
- ***Ranking Criteria and Ratings***
 - Page 15 – Evaluation Criteria – 2 phase procurement – shortlist at least 3 firms – firms to participate in the proposal submission phase – criteria for second evaluation outlined in the RFP- evaluation team will remain constant throughout process
- ***Questions and Answers***
 - Responses to questions may be deferred to a later time
 - How much right of way will be acquired?
 - No relocations – most of the acquisition entails minor right of way and easements
 - What is the impact on the selection process if an Offeror fails to comply with the DBE – pass/fail
 - VDOT deferred the answer to this question.
 - Subsequent Response: The proposed scoring for DBE Participation is a Pass/Fail score in meeting the proposed 17% DBE Goal. The Offeror must commit to a good faith effort in meeting the goal the same way they would on a Design/Bid/Build project. If the Offeror submits a qualifications package without this commitment then the Offeror is NON RESPONSIVE and the Offeror's submittal would not be considered.
 - Environmental commitments – type?
 - Minimize impacts to wetlands – further expanded in the Categorical Exclusion contained in the RFP Information Package CD-ROM
 - Information on CD? Do we need to get this?
 - The contents of this package are delineated in the RFQ – Section 2.7 page 9 – cost = \$50
 - Does the Information Package CD give the number of parcels to be acquired?
 - Yes
 - Sign in sheet – will be posted after the meeting concludes